

## 龐萬倫學生中心樂隊室(G03室)使用規則

### User Guidelines of Band Room (Room G03) at Pommerenke Student Centre

#### 基本資料 Basic Information

1. 樂隊室只供持有效「中大通」的香港中文大學學生及教職員使用。  
The use of the Band Room is restricted to CUHK students and staff upon presentation of valid CU Link Card only.
2. 樂隊室於星期一至六開放，時間為星期一至五上午9時至晚上10時、星期六上午11時至晚上6時。周日及公眾假期休息。  
The Band Room is open on weekdays from 9:00 am to 10:00 pm and Saturdays from 11:00 am to 6:00 pm. It is closed on Sundays and public holidays.
3. 樂隊室接受以個人或團體名義借用。借用人士／單位在一星期內（星期日至星期六），最多可借用六個時段（最長為連續六小時）。借用人士／單位可自行在學生事務處網上借用服務系統辦理借用手續。  
The Band Room is open for both individual and group reservation. Each user/unit could only reserve the Band Room for SIX sessions which lasts for a maximum of six consecutive hours within a week (Sunday to Saturday). Eligible users could make reservation via OSA Online Facilities Booking System.
4. 借用人士／單位必須於網上成功預約樂隊室後之五天內，於辦公時間親臨龐萬倫學生中心地下學生事務處服務台全數繳付費用，否則預約將被取消。學生收費為每小時港幣四十元，教職員收費為每小時港幣八十元。費用一經繳交，恕不退還。使用者須於使用前繳交按金港幣兩百圓正，懇免找贖。  
Payment in full is required at the Office of Student Affairs' Service Counter at G/F Pommerenke Student Centre upon confirmation of the online reservation within five days. Otherwise, the reservation will be cancelled. The hourly rate for using the Band Room is HK\$40 for students and HK\$80 for staff and teachers. All fees are non-refundable. Users are required to pay a HK\$200 deposit before using the facilities, please tender exact amount.
5. 樂隊室可於使用前一個月申請借用。  
The Band Room could be reserved up to one month in advance.
6. 借用一經確定，不設取消。如遇惡劣天氣或樂隊室臨時關閉，借用人士／單位可另擇使用時間而毋需另繳費用。  
**Cancellation is not available once the reservation is confirmed.** In the event that the Band Room is closed due to adverse weather or other unforeseeable reasons, users could reserve another time slot(s) for compensation.
7. 除農曆新年假期或特別情況外，樂隊室全年均可借用。  
The Band Room is available for reservation throughout the year, except for Lunar New Year holidays and other special occasions.
8. 如學生事務處認為樂隊室不宜使用，有權將之關閉，毋須事前通知；關閉期間的所有預借將被取消。受影響的借用人士／單位可另擇使用時間。  
Office of Student Affairs reserves the right to close the Band Room without prior notice when, in its opinion, it is not suitable for use. All reservations within the closing period will be cancelled. Users being affected could reserve another time slot(s).

#### 使用規則 Rules and Regulations

1. 使用樂隊室前，請前往學生事務處服務台登記。所有使用人士均需出示「中大通」，並將之留下予學生事務處服務台職員保管。  
Registration at the OSA Service Counter is required prior to the use of the Band Room. All users must present valid CU Link Card for identification, and leave the Card to the OSA Service Counter.
2. 樂隊室最多可容納四人，若有違者，學生事務處服務台職員有權終止借用單位使用設施。  
The Band Room can accommodate a group of no more than FOUR participants. Staff of the OSA Service Counter reserves the right to debar users from using the facility for non-compliance with the stated regulation.
3. 如借用人士／單位於預借時間開始後十五分鐘仍未登記，學生事務處服務台有權讓其他人士或團體借用。原有的借用單位將不能於原定時段使用樂隊室，已繳費用將不會退還。  
If user fails to show up for registration within the first 15 minutes of the reserved period, the OSA Service Counter will release the Band Room for other users. The original user cannot reclaim the use and the fee paid will not be refunded.
4. 使用前須檢查所有設施，確保操作正常並簽署以資證明。設施如有損壞，請立即通知職員。  
Please check and make sure that all the equipment is properly functioned before using, written verification is required. Users must report any damage to the equipment to staff of the OSA Service Counter immediately.
5. 借用人士／單位可自攜樂器，唯須自行小心保管。如有損壞或遺失，本處概不負責。  
User could bring along personal musical instruments to the Band Room and should take good care of the instruments. Office of Student Affairs shall not be liable for any loss or damage.

6. 借用人士／單位必須把樂隊室大門經常鎖上。  
The Band Room should be kept locked all the time.
7. 學生事務處服務台職員會於借用單位離開前檢查設施，並歸還「中大通」予所有借用人士。  
Staff of the OSA Service Counter will conduct checking on the equipment before the departure of the user. CU Link Cards will be returned after the checking exercise.
8. 請小心使用樂隊室內的設施；使用後必須清理場地，並回復原狀。若場地或設施有任何損壞，須按值賠償。  
Please take good care of the facility in the Band Room. Users are responsible for reinstating the facility to its original condition immediately after use. In case of any loss or damage, users are responsible to pay for the repair or replacement.
9. 樂隊室的音響器材不可私自調較。如借用人士／單位對使用方法有任何疑問，可參考樂隊室內的設備使用手冊。  
User must not make any adjustments to the audio system in the Band Room. Users shall study user manual before using any equipment.
10. 為免對使用人士的聽覺造成永久性損害，請將音量保持於九十八分貝或以下。借用人士每隔四十五分鐘至一小時應離開樂隊室休息最少十五分鐘，以保護聽覺，亦可自備棉花或耳塞保護耳朵。  
To avoid causing permanent hearing impairment, please keep the volume under 98dB. All users are advised to leave the Band Room and rest for at least 15 minutes every 45 to 60 minutes. Users may also use cotton balls or ear plugs to protect their ears.
11. 借用人士／單位須自備垃圾袋，自行清理並帶走垃圾。  
Users are required to clean up the venue with their own garbage bags.
12. 校園內嚴禁吸煙。樂隊室內，不准飲食（清水除外）。  
Smoking is strictly prohibited on campus. Eating and drinking is NOT allowed in the Band Room (except water).
13. 所有使用者於進入龐萬倫學生中心前及於使用設施時必須佩戴外科口罩。  
All users are required to wear a surgical mask before entering the Pommerenke Student Centre and when using the facilities inside.
14. 樂隊室內不可舉辦任何商業或金錢交易活動。  
Any kinds of commercial activities or activities involving money transaction are prohibited in the Band Room.
15. 借用人士／單位不得把場地轉借。  
Transferral of reservation is not allowed.
16. 借用人士／單位不可於樂隊室私自教授樂器。學生團體擬於樂隊室舉辦課程，須於活動舉行最少四星期前向學生事務處申請。  
User must NOT conduct private teaching class in the Band Room. Student groups intending to organize courses should submit applications to the Office of Student Affairs at least 4 weeks in advance.
17. 若遇上大學有重要活動擬在同一時間地點舉行，借用人士／單位須讓出房間，費用將獲全數歸還。  
User is required to release the reservation if the University subsequently plans to hold an important event at the same time and in the same place. A full refund will be arranged.

### 注意事項 Notes

1. 借用人士／單位必須嚴格遵守本使用規則、龐萬倫學生中心的其他規則及「師生中心使用條款及細則（適用於范克廉樓、富爾敦樓及龐萬倫學生中心）」(<https://www.osa.cuhk.edu.hk/joiningcuhk/campus-life/amenities-sport-facilities-facilities-booking/>)。若有違反，學生事務處有權停止其使用權利，最長可達六個月。  
All users must abide by the rules and regulations set out for the Snooker Room, other policies set for the Pommerenke Student Centre as well as the “Terms and Conditions of Use of Staff-Student Centres (Benjamin Franklin Centre, John Fulton Centre and Pommerenke Student Centre)” (<https://www.osa.cuhk.edu.hk/joiningcuhk/campus-life/amenities-sport-facilities-facilities-booking/>). Office of Student Affairs reserves the right to debar users who fail to observe the aforesaid regulations from booking and using the venue for up to six months
2. 學生事務處有權於任何時間對本規則作出修改。  
Office of Student Affairs reserves the right to amend the terms and conditions of these guidelines.
3. 倘中文版本與英文版本有任何歧異或不一致，概以英文版本為準。  
The English version shall always prevail in case of any discrepancy or inconsistency between Chinese version and its English version.